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Adm 2.2

MEMORANDUM FOR: Deputy Director for Science and Technology

SUBJECT : Release of ORD Funds, FY 1967

1. A review of ORD's status of funds as of 1 June 1967 indicates that \$33K of ORD's funds may be released to your office for redistribution against Directorate priorities as needed.

2. These funds are the result of our estimated projection of both management support and R&D contract requirements for the remainder of FY 1967. This study indicates that a nominal surplus is anticipated in Personal Services which would release \$10K of Management Support funds. Also, within Management Support, it appears that \$15K can be released from our Travel budget. These particular savings are the culmination of multiple management techniques which were exercised by ORD personnel in an attempt to overcome the strict travel ceilings imposed upon us with a view towards minimizing the adverse consequences which might otherwise prevail. These techniques included a strict review and evaluation of each trip request; the use of telephone calls, whenever possible, to contractors; virtual elimination of travel for conferences, meetings, seminars and the like; and maximum utilization of each approved trip by scheduling multiple visits to contractor sites in nearby areas. Significant savings were also achieved through the utilization of Agency aircraft to transport large numbers of ORD project engineers to West Coast locations.

3. The remaining \$10K is our estimate of a projected surplus in R&D contract funds after making the necessary allowances for actions pending.



Acting Director
of
Research and Development

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